

Chief, Management Staff

FILED:

RETURN TO 25 June 1956

RECORDS MANAGEMENT SECTION

Chief, OAM Staff (DB/I and DB/E Areas)

Work Report, Week Ending 21 June 1956

Accomplishments

1. MS 864, OGI Reorganization [REDACTED] 25X1A9a
  - a. Instituted work burden T/O, including military details and reflecting workload (based upon research and production data).
  - b. Assisted OGI in clarifying functions of new economic intelligence staff in relation to ORR economic intelligence program.
  - c. Persuaded the AD/CI to depict Production Staff in a true Staff capacity on the office organization chart in CIA Regulation No. 1-130, eliminating possible confusion between support and line operations of the Office.

2. Revision of R 1-100 (R 1-101) [REDACTED] 25X1A9a

Drafted text for Regulation No. R 1-101 to accompany Organization Chart for Agency and turned to RCS for publication.

3. T/O Completed:

MS-893, Request for a new position in ERA, ORR [REDACTED]

25X1A9a

Assignments Active This Week

4. MS 6-24, Clearance Procedures. [REDACTED] 25X1A9a
5. MS 5-46, ELINT Study, Preparation of Functions. [REDACTED] 25X1A9a
6. MS 6-47, Use of UV Funds. [REDACTED] 25X1A9a
7. Personnel Records Survey, Phase II. [REDACTED] 25X1A9a
8. OCR Space Study. [REDACTED] 25X1A9a
9. Proposed Cartographic Regulation. [REDACTED] 25X1A9a
10. Foreign Institute Survey. [REDACTED] 25X1A9a

11. FBID T/O Adjustment. [REDACTED] 25X1A9a
12. Transfer of Clipping Service to IAB. [REDACTED] 25X1A9a
13. Regulation and Records System for Training. [REDACTED] 25X1A9a
14. T/O Increase - OTR, Language School. [REDACTED] 25X1A9a
15. MS 6-28, Transfer of Slots, Security. [REDACTED] 25X1A9a
16. MS 6-19, Study of OTR Clerical Training. [REDACTED] 25X1A9a
17. Employee Suggestion No. 1584. [REDACTED] 25X1A9a

Miscellaneous

Training

18. Twenty hours on-the-job training on finance/fiscal/logistics procedures and organization. [REDACTED] 25X1A9a

[REDACTED] 25X1A9a